

September 15, 2004

Mr. Les Boles, Director  
Office of State Budget  
1201 Main Street, Suite 950  
Columbia, South Carolina 29201

**RE: FY 2003/04 Accountability Report - Letter of Transmittal**

Dear Mr. Boles:

Please accept the following letter of transmittal of the FY 2003/04 Accountability Report for the SC Commission on Prosecution Coordination. Should you have questions regarding this report please contact:

The Honorable Donald V. Myers, Chairman Solicitor, Eleventh Judicial Circuit Coordination	William D. Bilton, Executive Director SC Commission on Prosecution
Lexington County Judicial Center 205 East Main Street Lexington, South Carolina 29072 Telephone: (803) 359-8352 Fax: (803) 359-8255	P. O. Box 11561 Columbia, South Carolina 29211-1561 Telephone: (803) 343-0765 Fax: (803) 343-0766

The Commission is governed by Sections 1-7-910 through 1-7-1000 of the South Carolina Code of Laws. The Commission is composed of the Chairmen of the Senate and House Judiciary Committees or their legislative designees, the Chief of the SC Law Enforcement Division, the Director of the Department of Public Safety, a director of a Judicial Circuit Pre-Trial Intervention Program, a Judicial Circuit Victim-Witness Assistance Advocate, and five Judicial Circuit Solicitors appointed by the Governor.

The primary clientele served by this agency are the sixteen Judicial Circuit Solicitors, the deputy solicitors and assistant solicitors throughout the State, the sixteen Judicial Circuit

Victim/Witness Assistance Advocates and their programs, the Pretrial Intervention programs representing the forty-six (46) counties of this State, and those Solicitor-based investigators.

The Commission has the following duties:

1. Coordinate all administrative functions of the offices of the Solicitors and any affiliate services operating in conjunction with the Solicitors' offices;
2. Submit the budgets of the Solicitors and their affiliate services to the General Assembly;
3. Encourage and develop legal education programs and training programs for Solicitors and their affiliate services, organize and provide seminars to help increase the effectiveness and efficiency of the prosecution of criminal cases in this State, and act as a clearinghouse and distribution source for publications involving Solicitors and their affiliate services and provide legal updates on matters of law affecting the prosecution of cases in this State; and
4. Provide blank indictments for the Circuit Solicitors.

The Commission determined that these statutory duties proscribe the agency's mission and objectives. It is against these statutory requirements that the agency measures its performance.

If I may be of further assistance, please do not hesitate to contact me.

Sincerely,

William D. Bilton

Enclosures

## **South Carolina Commission on Prosecution Coordination**

### **Executive Summary**

The Commission was created to coordinate all activities involving the prosecution of criminal cases in this State. The increase of criminal cases in both the General Sessions and Family Courts challenge the agency in fulfilling its statutory obligations. The Commission is governed by Sections 1-7-910 through 1-7-1000 of the South Carolina Code of Laws. The Commission is composed of the Chairmen of the Senate and House Judiciary Committees or their legislative designees, the Chief of the SC Law Enforcement Division, the Director of the Department of Public Safety, a director of a Judicial Circuit Pre-Trial Intervention Program (PTI), a Judicial Circuit Victim-Witness Assistance Advocate, and five Judicial Circuit Solicitors appointed by the Governor.

The Commission's major achievements from the past year are listed below.

- Eight (8) DUI training seminars which provided continuing legal education (CLE) credits for prosecutors, continuing law enforcement (CLEE) credits for officers, and Judicial Continuing Legal Education (JCLE) for judges
- One (1) victim/witness assistance advocates training programs
- Three (3) Child Abuse Prosecution training programs
- Two (3) PTI training programs
- PTI software update during FY 03/04
- State PTI Office processed approximately 13,000 applicants for participation in local PTI programs
- Two (2) Child Abuse Prosecution publications
- Three (3) newsletter publications of *Behind the Wheel*, a DUI newsletter
- Over 80 child sexual abuse cases were reviewed by the agency resulting in either consultations or criminal prosecutions
- Additional distribution of a youth alcohol public awareness kit, "Grave Decisions," with South Carolina Educational Television Network and South Carolina Department of Public Safety.

### **Business Overview**

The primary clientele served by this agency are the sixteen (16) Judicial Circuit Solicitors, the deputy and assistant solicitors throughout the State, the Judicial Circuit Victim/Witness Assistance Advocates and their programs, the Pretrial Intervention Directors and their programs representing the forty-six (46) counties of this State, and those Solicitor-based Investigators.

The Commission has the following duties:

1. Coordinate all administrative functions of the offices of the Solicitors and any affiliate services operating in conjunction with the Solicitors' offices;
2. Submit the budgets of the Solicitors and their affiliate services to the General Assembly;
3. Encourage and develop legal education programs and training programs for Solicitors and their affiliate services, organize and provide seminars to help increase the effectiveness and efficiency of the prosecution of criminal cases in this State, and act as a clearinghouse and distribution source for publications involving Solicitors and their affiliate services and provide legal updates on matters of law affecting the prosecution of cases in this State; and
4. Provide blank indictments for the Circuit Solicitors.

The Commission has a total of forty-two (42) full-time employees and two (2) part-time employees. There are sixteen (16) Judicial Circuit Solicitors; sixteen (16) Administrative Assistants; one (1) Executive Director; one (1) Deputy Director; one (1) Administrative Assistant to the Commission; one (1) State PTI Coordinator; one (1) PTI Records Manager; one (1) Child Abuse Attorney Specialist; one (1) State Victim/Witness Assistance Coordinator (vacant); one (1) Information Technology Specialist (federal); one (1) Child Victim/Witness Advocate (federal); one (1) DUI Attorney Specialist (federal); and, one (1) full-time DUI Support Personnel (federal)

The following operation locations applies to the SC Commission on Prosecution Coordination:

1003 Gervais Street  
Post Office Box 11561 (29211-1561)  
Columbia, South Carolina (29201)  
Phone: (803) 343-0765  
Fax: (803) 343-0766  
E-mail: [wdbilton@prosecution.state.sc.us](mailto:wdbilton@prosecution.state.sc.us)

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## Accountability Report Appropriations/Expenditures Chart Example

### Base Budget Expenditures and Appropriations

	02-03 Actual Expenditures		03-04 Actual Expenditures		04-05 Appropriations Act	
Major Budget Categories	Total Funds	General Funds	Total Funds	General Funds	Total Funds	General Funds
Personal Service	\$2,668,642	\$2,575,633	\$2,630,531	\$2,568,058	\$2,660,948	\$2,572,692
Other Operating	\$338,000	\$193,019	\$365,304	\$196,425	\$486,926	\$220,702
Special Items	\$4,775,480	\$4,775,480	\$6,240,120	\$4,077,190	\$4,095,001	\$4,095,001
Permanent Improvements	\$	\$	\$	\$	\$	\$
Case Services	\$	\$	\$	\$	\$	\$
Distributions to Subdivisions	\$	\$	\$	\$	\$	\$
Fringe Benefits	\$1,198,512	\$1,175,696	\$1,199,652	\$1,182,939	\$1,216,132	\$1,195,936
Non-recurring	\$	\$	\$	\$	\$	\$
<b>Total</b>	<b>\$8,980,634</b>	<b>\$8,719,828</b>	<b>\$10,435,607</b>	<b>\$8,024,612</b>	<b>\$8,459,007</b>	<b>\$8,084,331</b>

### Other Expenditures

Sources of Funds	02-03 Actual Expenditures	03-04 Actual Expenditures
Supplemental Bills	\$	\$
Capital Reserve Funds	\$	\$
Bonds	\$	\$

### Interim Budget Reductions

Total 02-03 Interim Budget Reduction	Total 03-04 Interim Budget Reduction
\$817,829	\$81,683

The key suppliers of criminal justice data and information to the Commission are the various law enforcement, correctional, rehabilitative, executive, legislative and judicial entities of the federal, state and local governments.

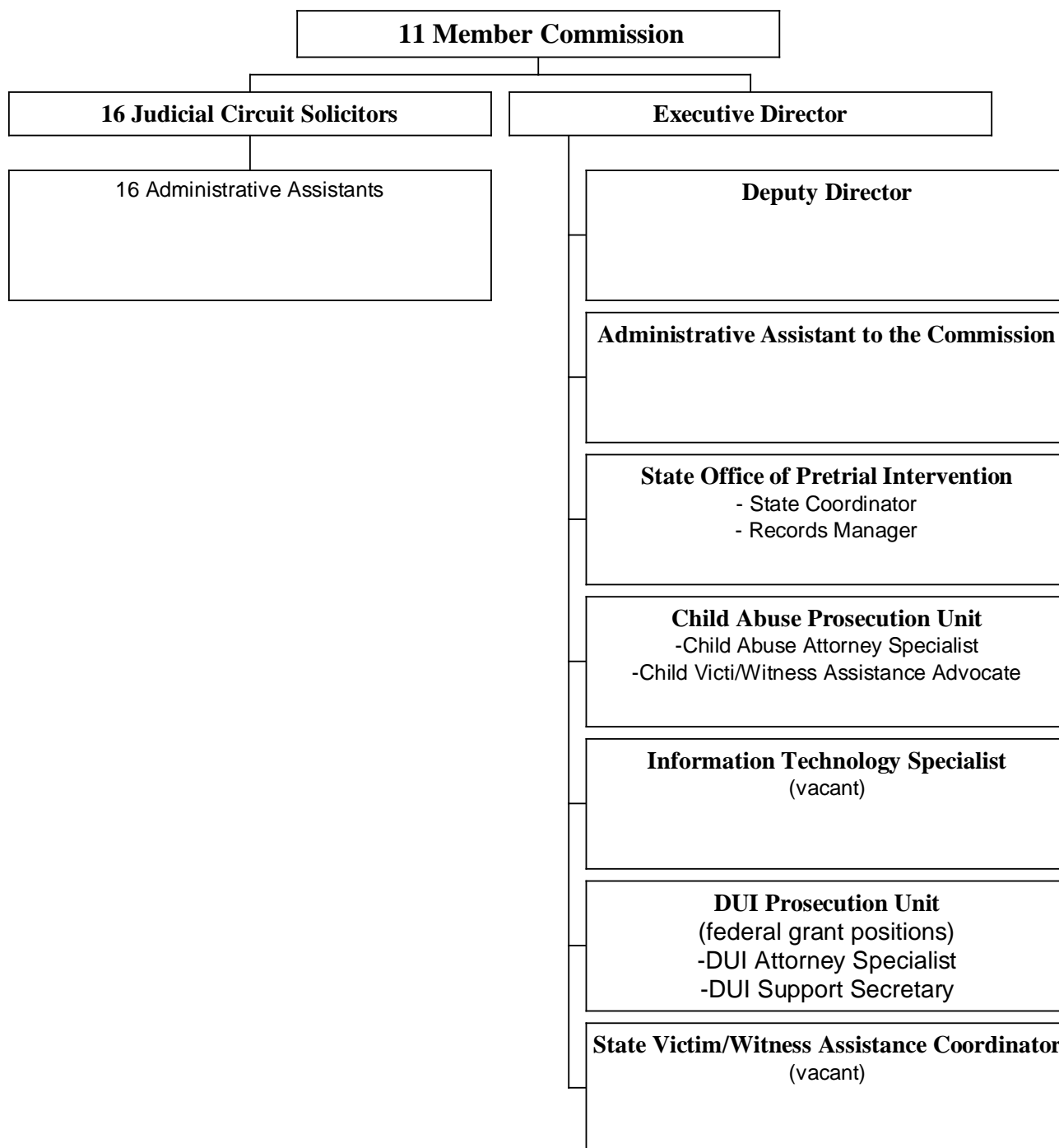
The Commission was created to coordinate all activities involving the prosecution of criminal cases in this State. The Commission is governed by Sections 1-7-910 through 1-7-1000 of the South Carolina Code of Laws. The pretrial intervention programs are governed by Sections 17-22-10 through 17-22-170 of the South Carolina Code of Laws. The following duties pertain to the Commission:

1. coordinates all administrative functions of the offices of the solicitors and any affiliate services;
  - a. coordination of prosecutorial issues with law enforcement entities
  - b. coordination of prosecutorial issues with judicial entities
  - c. coordination of prosecutorial issues with rehabilitation entities
  - d. coordination of prosecutorial issues with victim/witness assistance programs
  - e. coordination of prosecutorial issues with Pretrial Intervention Programs
  - f. coordination of prosecutorial issues with Alternative Programs
    - Drug Treatment Courts
    - Juvenile Arbitration
    - Community Advocacy Pilot Program
    - Pretrial Intervention Programs
2. the submission of the budgets of the solicitors and their affiliate services to the General Assembly;
  - a. preparation of the Budget Requests
  - b. preparation of the Detail Budget
  - c. preparation of the Annual Accountability Report
  - d. preparation of Fiscal Impacts for the General Assembly
3. providing both legal education and training programs;
  - a. accredited CLE training for Prosecutors
  - b. accredited JCLE training for Circuit, Family and Summary Court Judges
  - c. accredited CLEE training for Law Enforcement, Investigators And Coroners
  - d. accredited CEU training for Victim/Witness Assistance Advocates (VWAA)
  - e. accredited CEU training for Pretrial Intervention (PTI) personnel
4. a source for the distribution of publications that impact solicitors' offices and affiliate services;
  - a. Training manuals for prosecutors, judges, law enforcement, investigators, coroners, VWAA, and PTI personnel
  - b. Legislative Update
  - c. *Behind the Wheel* newsletter publication
  - d. SC PTI and Juvenile Services State Data Directory
  - e. Victim/Witness Assistance Advocates Directory
  - f. National publications for highway safety issues, information technology, training programs,
  - g. "Grave Decisions" youth alcohol public awareness kit,

5. a statewide prosecution unit for abuse and sexual assault cases involving child victims as both the primary and secondary prosecutorial unit
6. providing blank indictments; and,
  - a. a contract exists between the Commission and Wentworth Printers for the preparation, printing and distribution of indictments
7. assisting the solicitors in establishing and maintaining a Pretrial Intervention Program in each judicial circuit
  - a. currently, there are thirty (30) programs across the State in the sixteen judicial circuits
  - b. developed the “SC Pretrial Intervention Standards”
  - c. developed the “SC Pretrial Intervention Standardized Procedures”
  - d. Submits and updates the participants’ records to State Law Enforcement Division (SLED)
  - e. prepares and provides participant reports to the local PTI Directors
  - f. Criminal History Check on PTI applicants
  - g. coordination with SLED on PTI database and NCIC issues
  - h. management of the State PTI Form
  - i. researches PTI information on behalf of the Offices of the Solicitors.
  - j. Coordinates by-annual Directors’ training/meetings
  - k. Research and assist other criminal and juvenile justice agencies as it pertains to PTI
  - l. Continue the coordination for developing a PTI software program with local offices and SLED

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## South Carolina Commission on Prosecution Coordination





## **Category 1: LEADERSHIP**

The Commission is composed of the Chairmen of the Senate and House Judiciary Committees or their legislative designees, the Chief of the SC Law Enforcement Division, the Director of the Department of Public Safety, a director of a Judicial Circuit Pretrial Intervention Program, a Judicial Circuit Victim-Witness Assistance Advocate, and five Judicial Circuit Solicitors appointed by the Governor. The Commission was created to coordinate all activities involving the prosecution of criminal cases in this State.

There is created a permanent Executive Committee of the South Carolina Commission on Prosecution Coordination which is composed of the five Judicial Circuit Solicitors appointed by the Governor pursuant to SC Code Section 1-7-920(6) whose duties shall include the development and implementation of policies for a SCCPC Personnel Plan which shall include: establishment of policies and procedures for the employment and separation of employees; establishment of guidelines for the effective management and supervision of employees; and review staff requirements and needs of the Commission and Solicitors.

The sixteen (16) Judicial Circuit Solicitors represent the various judicial circuits as established by law. There is one solicitor for each judicial circuit, to be elected by the qualified electors of the circuit, who holds his office for the term of four years. A solicitor must be licensed to practice law by the South Carolina Bar at the time of his election and throughout his term. The Solicitors of this State are full-time employees of the State of South Carolina. The Solicitors are officers of the Executive Department of this State. On behalf of the State, the Circuit Solicitor's office prosecutes trial-level criminal cases and handles juvenile matters. The Solicitor attends the courts of General Sessions for their respective circuits. Preparation of the dockets for General Sessions Court is exclusively vested in the circuit solicitor and the solicitors determine the order in which the cases on the docket are called for trial. Their legal authorization is established in the Constitution of South Carolina, Article V, Section 20, and the Code of Laws of South Carolina, Title 1, Section 1-7-310 (1977), establishes the position of Circuit Solicitor.

## **Category 2: STRATEGIC PLANNING**

The SCCPC meets on a regular basis to address the coordination of all activities involving the prosecution of criminal cases in this State. The Commission serves to coordinate all administrative functions of the offices of the solicitor and any affiliate services operating in conjunction with the Solicitor's office. The Commission promulgates those regulations necessary to assist it in performing its required duties.

The Executive Committee of the SCCPC meets on a regular basis to develop and implement a personnel plan and to address any specific personnel request that relate to hiring, separation and related matters regarding its employees.

The Judicial Circuit Solicitors serve as the Agency Head for any Commission employee working directly under his supervision.

On behalf of the State, the Solicitor coordinates the prosecution of trial-level criminal cases and handles juvenile matters in the Judicial Circuit. State appropriations are provided to the Office of Solicitor for these specific purposes.

Proviso 33.3 of the General Appropriations Act provides that the amount appropriated and authorized in this section for Judicial Circuits (16) State Support may, upon approval of the Commission, be used to fund necessary administrative and personnel costs of the Commission and other expenditures approved by the Commission, not to exceed 5% of the appropriation, and the balance thereafter remaining shall be apportioned among the circuits on a per capita basis and based upon the official census of 1990. Payment shall be made as soon after the beginning of the first and third quarter as practical.

### **Category 3: CUSTOMER FOCUS**

The Commission serves the Offices of the sixteen (16) Judicial Circuit Solicitors and any affiliate services operating in conjunction with the Solicitors' offices. Currently, those affiliate services are as follows: Pretrial Intervention programs, Victim/Witness Assistance programs, Investigator programs; Drug Treatment Courts, and Juvenile Arbitration programs.

### **Category 4: MEASUREMENT, ANALYSIS AND KNOWLEDGE MANAGEMENT**

The primary clientele served by this agency are the sixteen (16) Judicial Circuit Solicitors, the deputy solicitors and assistant solicitors throughout the State, the Judicial Circuit Victim/Witness Assistance Advocates and their programs, the Pretrial Intervention programs representing the forty-six (46) counties of this state, and those Solicitors-based investigators.

The Commission is providing statistical data in five (5) areas: information technology, Child Abuse Prosecution, State Office of Pretrial Intervention, DUI Prosecution Unit, and State Victim/Witness Assistance Coordinator.

A. Information Technology Specialist: (*Vacant*) The SC Commission on Prosecution Coordination recognizes South Carolina's need for a statewide automated juvenile and criminal justice information management system and the importance of maintaining the support of such a system. The Commission is in the final stages of developing a case management system for the state's prosecutors. The primary funding source has been a Juvenile Justice Incentive Block Grant awarded by the Office of Justice Programs, S.C. Department of Public Safety. The Commission has contracted with the University of South Carolina for the development of the software and has selected pilot sites for the testing of the

software. This project is consistent with similar statewide initiatives for the automation of other criminal justice agencies.

- Continued on-site training and re-training for software users
- SCCPC has full intellectual ownership of CJJIMS software and management of computer hardware used for CJJIMS and the secure Internet connectivity

B. Child Abuse Prosecution Unit: Within the Commission is the Child Abuse Prosecution Unit composed of an experienced attorney who prosecutes cases involving traumatized child victims in rural districts/regions where resources are limited. A Child Victim/Witness Assistance Advocate assists the Child Abuse Attorney Specialist by performing certain duties.

**Case Statistics:**

Cases Assigned for Prosecution	70
Cases for Consultation	24
Parole Hearings	<u>4</u>
<b>Total:</b>	<b>98</b>

**Victim Services:**

Child Victims of Physical Abuse or Sexual Assault	111
Adults Survivors of Sexual Assault	9
Parents or Guardians of Abuse Victims	<u>85</u>
<b>Total:</b>	<b>205</b>

**Training Presentations:**

Lecturer, 2003	<i>SC Solicitors' Association Conference</i>
Speaker, June 2004	C.R.I.M.E. Task Force Training
Trainer, March 2004	Finding Words Training

**Publications:**

*Sexual Assault and Child Abuse Prosecutions – Trial Notebook*, published September 30, 2003

*My Rules fro Being a Witness (child brochure)*, published April 2004

C. State Office of Pretrial Intervention: Within the Commission is the State Office of Pretrial Intervention whose responsibility is to assist the Solicitor in each judicial circuit in establishing and maintaining a pretrial intervention program. The State Pretrial Intervention Coordinator and such staff which are necessary to assist in the implementation of the provisions of SC Code Sections 17-22-10 through 17-22-170 are within this office.

(1) Calendar Year 2002 Case Volume and Information:

Applications	12,955
Accepted	10,905
Pending Acceptance	1203
Rejected	1,310
Pending Completion	4,248
Successfully Completed	8,114
Unsuccessfully Completed	1,929

Total Community Service Hours	406,861
Total Restitution Paid to Victims	\$1,208,576.39
Total Cases with Restitution	9,020

Number of Applications of Magistrate Cases	3,893
Number of Applications of Municipal Cases	3,204
Number of Applications of General Sessions Cases	6,173

(2) Training and Resource Materials:

SCAPTI Fall Conference ( <i>coordination</i> )	September 2003
Training for Alcohol Division Programs Directors	December 2003
SCAPTI Spring Conference ( <i>coordination</i> )	April 2004
<u>SC PTI and Juvenile Services State Data Directory</u>	April 2004
PTI Software Updated	FY 03-04

D. DUI Prosecution Unit Within the Commission is the DUI Unit composed of a DUI Attorney Specialist and one (1) full-time Administrative Assistant. Currently, this program is being funded by the Department of Transportation, National Highway Traffic and Safety Administration through the SC Department of Public Safety. The goal of the grant is to establish a clearinghouse of DUI related information for prosecutors, law enforcement, judges, and other entities to enhance the effective prosecution of DUI cases.

(1) Training and Resource Materials:

DUI Newsletter – <u>Behind the Wheel</u>	August 2003 November 2003 January 2004
“DUI Trial Advocacy from “A” to “V” (Arrest to Verdict)” Training	July 10-11, 2003 August 21-22, 2003

September 29-30, 2003

March 11-12, 2004

May 6-7, 2004

June 24-25, 2004

“Preparing a Winning Case”

April 23, 2004

SC Association of Accident Reconstruction Conference

July 27-August 2, 2003

Magistrates Advisory Council Intensive

Training Seminar

*(rescheduled)*

E. State Victim/Witness Assistance Coordinator: *(Vacant)* Within the Commission there is a State Victim/Witness Assistance Coordinator whose primary responsibility is to coordinate the functions of the Victim/Witness Assistance Programs in the Office of Solicitor.

(1) Training and Resource Materials:

July 2003 – SC Commission on Prosecution Coordination Victim/Witness  
Assistance Advocates Directory

September 28 – October 2, 2003      “Protecting the Public”

**Category 5: HUMAN RESOURCES**

The Commission encourages and develops legal education programs and training programs for solicitors and their affiliate services, organizes and provides seminars to help increase the effectiveness and efficiency of the prosecution of criminal cases in this State, and acts as a clearinghouse and distribution source for publications involving the solicitors and their affiliate services and provides legal updates on matters of law affecting the prosecution of cases in this State.

The Commission surveys the various Solicitors’ offices and affiliate services to ascertain the need for future various training components as well as the skill level. Each Agency Head is responsible for the submission of an annual employee performance evaluation. These evaluations are utilized to determine the criteria for future training programs throughout the various affiliate services.

## **Category 6: PROCESS MANAGEMENT**

The Commission provides blank indictments for the Judicial Circuit Solicitors. Currently, the Commission is in the final phases of providing an electronic process for developing General Sessions Court indictments and Family Court petitions in a prosecutorial-based case management system. The prosecutorial-based case management system will also allow the sharing of criminal and juvenile justice information among the various Solicitors' offices. In addition, the Commission is constructing a website to improve the communication of information relating to the various Solicitors' offices and their affiliate services.

## **Category 7: RESULTS**

The South Carolina Commission on Prosecution Coordination's primary purpose is the coordination of activities involving the prosecution of criminal cases in this State. The South Carolina Court Administration is the State's repository of criminal records for both General Sessions Court and Family Court. Court Administration's year-end reports best describe the activities of the Office of Solicitor as it relates to adult and juvenile prosecutions. In the area of adult criminal prosecution, please consider the following: In FY 2002-2003, the Solicitors of this State disposed of 112,267 in General Sessions Court. During FY 2003-04, they disposed of 106,363. In the area of juvenile criminal prosecution, please consider the following: In FY 2002-2003, the Solicitors of this State disposed of 19,278 Family Court petitions. During FY 2003-04, they disposed of 19,067.

South Carolina Court Administration's goal of the disposition of criminal cases within 180 days from the date of arrest is a significant factor in all prosecutorial decisions. Currently, 70% of all Family Court petitions are being disposed of within 180 days or less and 47% of all General Sessions warrants are being disposed of within 180 days or less. The number of General Sessions Court and Family Court cases handled by the sixteen (16) Judicial Circuit Solicitors have consistently increased over the past decade. However, there is annually an increasing backlog of cases to be addressed. Without proper funding of the Offices of Solicitor and other criminal and juvenile justice agencies, the backlog will continue to increase and cases will become more stale as they await their dispositional dates.

## Major Program Areas

Program Number and Title	Major Program Area Purpose (Brief)	FY 02-03		FY 03-04		Key Cross References for Financial Results*
		Net Expenditures	Budget Expenditures	Net Expenditures	Budget Expenditures	
01050000 Administration	Judicial Circuits State Support	State: 4,669,096.00 Federal: Other: Total: 4,669,096.00 % of Total Budget: 48%		State: 3,967,789.00 Federal: Other: Total: 3,967,789.00 % of Total Budget: 48%		Chart #1
01010000 Administration	Personal Services	State: 2,575,633.00 Federal: 64,239.00 Other: 28,770.00 Total: 2,668,642.00 % of Total Budget: 27%		State: 2,568,058.00 Federal: 62,473.00 Other: Total: 2,630,531.00 % of Total Budget: 32%		Chart#1
		State: Federal: Other: Total: % of Total Budget:		State: Federal: Other: Total: % of Total Budget:		
		State: Federal: Other: Total: % of Total Budget:		State: Federal: Other: Total: % of Total Budget:		
		State: Federal: Other: Total: % of Total Budget:		State: Federal: Other: Total: % of Total Budget:		

**Below: List any programs not included above and show the remainder of expenditures by source of funds.**

Employer  
Contributions  
Drug Treatment Court  
Fundings  
Other Operating

<b>Remainder of Expenditures:</b>	State: 1,475,098.00 Federal: 147,534.00 Other: 20,264.00 Total: 1,642,896.00 % of Total Budget: 25%	State: 1,488,765.00 Federal: 185,592.00 Other: 2,162,930.00 Total: 3,837,287.00 % of Total Budget: 20%
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\* Key Cross-References are a link to the Category 7 - Business Results. These References provide a Chart number that is included in the 7th section of this document.

## Strategic Planning

Program Number and Title	Supported Agency Strategic Planning Goal/Objective	Related FY 03-04 Key Agency Action Plan/Initiative(s)	Key Cross References for Performance Measures*
Office of the Solicitor State Appropriations	Judicial Circuits State Support (per capita allocation at a rate of \$0.99); salary/fringe for 16 elected Judicial Circuit Solicitors; expense allowance; salary/fringe for 16 Administrative Assistants (1 per Solicitor); and Richland and Kershaw County Drug Court Programs.	These activities represent the total flow-thru recurring state dollars allocated to the Office of Solicitor. These activities include the per capita assistance to the Office of Solicitor at a rate of \$0.99, the salary/fringe benefits and expense allowances to the 16 constitutional officers, and 1 state funded administrative assistant to assist the Solicitor as well as state support for the Richland and Kershaw County Drug Court programs. The "Judicial Circuits State Support" program is the sole state aid to the sixteen Judicial Circuit Solicitors. These monies are used to fund the Office of the Solicitor in the forty-six counties. This program enables the sixteen Judicial Circuit Solicitors to hire assistant solicitors, investigators and support staff for the prosecution of criminal cases in both General Sessions and Family Court. The "Judicial Circuits State Support" is apportioned among the circuits on a per capita basis.	The South Carolina Court Administration is the State's repository of criminal records for both General Sessions Court and Family Court. Court Administration's year-end reports best describe the activities of the Office of Solicitor as it relates to adult and juvenile prosecutions. In the area of adult criminal prosecution for the fiscal year 2002-2003, the Solicitors of this State disposed of 112,267 General Sessions criminal warrants. In the area of juvenile criminal prosecution for fiscal year 2002-2003, the Solicitors of this State disposed of 19,278 Family Court petitions. South Carolina Court Administration's goal of the disposition of criminal cases within 180 days from the date of arrest is a significant factor in all prosecutorial decisions. Currently, 70% of all Family Court petitions are being disposed of within 180 days or less and 47% of all General Sessions warrants are being disposed of within 180 days or less. ** See Chart #1
Administration	The South Carolina Commission on Prosecution Coordination was created by Sections 1-7-910 through 1-7-1000 to coordinate all activities involving the prosecution of criminal cases in the State. This function provides executive leadership, support, policy development and review, financial services, facilities management, personnel services, communications, training programs, legislative representation, inter-agency coordination and other related administrative services.	<ol style="list-style-type: none"> <li>1. Coordinate all administrative functions of the offices of the Solicitors and any affiliate services operating in conjunction with the Solicitors' offices;</li> <li>2. Submit the budgets of the Solicitors and their affiliate services to the General Assembly;</li> <li>3. Encourage and develop legal education programs and training programs for Solicitors and their affiliate services, organize and provide seminars to help increase the effectiveness and efficiency of the prosecution of criminal cases in this State, and act as a clearinghouse and distribution source for publications involving Solicitors and their affiliate services and provide legal updates on matters of law affecting the prosecution of cases in this State;</li> <li>4. Provide blank indictments for the Circuit Solicitors; and</li> <li>5. Assist the Solicitors in maintaining a Pretrial Intervention Program in each Judicial Circuit.</li> </ol>	The primary clientele served by this agency are the sixteen (16) Judicial Circuit Solicitors, the deputy and assistant solicitors throughout the State, the Judicial Circuit Victim/Witness Assistance Advocates and their programs, the Pretrial Intervention Directors and their programs representing the forty-six (46) counties of this State, and those Solicitor-based Investigators. The number of General Sessions Court and Family Court cases handled by the sixteen (16) Judicial Circuit Solicitors has consistently increased over the past decade. However, there is annually an increasing backlog of cases to be addressed. This increasing backlog is attributable to many factors including mandatory minimum sentences, 2 strikes/3 strikes statutory provisions, the implementation of Constitutional guarantees for victims, as well as increasing scientific and technological advancements in criminology. Without proper recurring funding of the Offices of Solicitor and other criminal and juvenile justice agencies, the backlog will continue to increase and cases will become more stale as they await their dispositional dates. Family & Circuit Court Filing Fees ** See Chart #1
State Office of Pretrial Intervention	Within the Commission is the State Office of Pretrial Intervention whose responsibility is to assist the Solicitor in each judicial circuit in establishing and maintaining a pretrial intervention program. The State Pretrial Intervention Coordinator and such staff which are necessary to assist in the implementation of the provisions of SC Code Sections 17-22-10 through 17-22-170 are within this office.	To enter approximately 12,800 statewide applications per year and the associated accepted/rejected information on each participant; run generation reports weekly; and provide statistical information to the Office of Solicitor upon request.	The State Office of Pretrial Intervention provides statewide training to all pretrial intervention personnel for compliance with the continuing educational requirements promulgated by the Commission. The State Office also provides new hire and software training so as to provide statewide uniformity free of charge. ** See Chart #1
Child Abuse Prosecution Unit	Within the Commission is the Child Abuse Prosecution Unit composed of an experienced attorney who prosecutes cases statewide involving traumatized child victims in rural districts/regions where resources are limited. A Child Victim/Witness Assistance Advocate assists the Child Abuse Attorney Specialist by performing certain duties as mandated by statutory and constitutional requirements.	While most of the cases are assigned for prosecution, there are those which involved only consultation and advise to the local jurisdictions. The Child Abuse Prosecution Unit also participates in parole hearings on behalf of the victims. Victim services are provided to child victims of physical abuse or sexual assault, adults survivors of sexual assault, and parents or guardians of abuse victims. The Child Abuse Prosecution Unit provides much needed standardized training for law enforcement, judges, prosecutors, victim advocates, health care providers and social service representatives. The Child Abuse Prosecution Unit publishes resource materials, manuals and provides updates on changes in the law.	The Child Abuse Prosecution Unit travels throughout the state during the various terms of General Sessions and Family Court to assist the sixteen Judicial Circuit Solicitors' Offices with these specialized prosecutions. In addition to the training provided at the Annual Solicitors' Conference, the Unit sponsors several specialized courses throughout the year. While the Commission does not have a separate training budget, its policy is to provide training and publications to its attendees/recipients free of charge or registration. **See Chart #1
DUI Prosecution Unit	Within the Commission is the DUI Unit composed of a DUI Attorney Specialist and one (1) full-time Administrative Assistant. Currently, this program is being funded by the Department of Transportation, National Highway Traffic and Safety Administration through the SC Department of Public Safety. The goal of the grant is to establish a clearinghouse of DUI related information for prosecutors, law enforcement, judges, and other entities to enhance the effective prosecution of DUI cases.	The grant provides for training of prosecutors, law enforcement, and summary court judges; newsletter publications; and telephone assistance; legal updates; and public awareness campaigns.	The grant provides for (4) 2-day DUI trainings for prosecutors, law enforcement and summary court judges; (2) 1-day trainings for SC Highway Patrol; (2) 1-day summary court judges training; 6 newsletters; and legal updates. **See Chart # 1

\* Key Cross-References are a link to the Category 7 - Business Results. These References provide a Chart number that is included in the 7th section of this document.